

Garrett Park Town Hall Use Permit 10814 Kenilworth Avenue Garrett Park, MD 20896

| Name/Organization: | |
|---|---|
| Address: | PO Box: |
| Phone H:W: | C: |
| Email: | Fax: |
| The party named above is authorized to use | e the facilities of the Garrett Park Town Hall |
| for the period specified: Date:/ | / Time: |
| Event: | Estimated Attendance: |
| I understand that failure to leave the To portion of the hall or to its contents will deposit and may result in additional fina | check from the above) Date Received: own Hall as clean and tidy as I found it or damage to any result in partial or complete loss of the renter's security ancial compensation to The Town of Garrett Park. Renters I upon approval of Town maintenance staff. |
| · · | als limit occupancy of the building to <u>75</u> people. |
| I agree to the Conditions for Town Hall | Use printed here and on subsequent pages of this form. |
| Renter: | |
| Please return documents and checks to: | Elizabeth Henley, Town Hall Manager Garrett Park Town Office P.O. Box 84 Garrett Park, MD 20896-0084 |

Garrett Park Town Hall Fee Schedule

- A. **\$600** Non-residents of the Town of Garrett Park, or non-Garrett Park organizations (even if membership includes residents of the Town).
- B. \$300 Garrett Park Estates/White Flint Park residents
- C. \$125 Garrett Park residents using the Hall for private events.
- D. \$125 / \$300 /\$600 Security Fee, separate check, equal to rental fee
- E. Fee to teach classes: \$50 per class, nonresident; \$35 per class, Garrett Park resident
- F. **No charge**: Garrett Park Citizens Association, Garrett Park Women's Club, and community activities sponsored by either organization; memorial services for Garrett Park residents and their families; other Town exempt groups.

| RENTAL FEE \$ | |
|-----------------------|---------------------|
| LIQUOR PERMIT \$50 | |
| PIANO FEE \$50 | |
| SECURITY DEPOSIT | \$125 /\$300/ \$600 |

Rental Cancellation Policy

| Cancellations | Town Residents | Non Residents- reduced fee | Non Residents |
|---------------------------|------------------------|-------------------------------|--------------------|
| Received 21 or more days | | | |
| prior | Full Refund | Full Refund | Full Refund |
| Received 3-20 days prior | \$65 Cancellation Fee | \$150 Cancellation | \$300 Cancellation |
| | | Fee | Fee |
| Received less than 3 days | \$125 Cancellation Fee | \$200 Cancellation | \$450 Cancellation |
| prior | | Fee | Fee |

Conditions for Town Hall Use

In connection with the permit granted for use of the Town Hall, the person in charge of the event agrees to the conditions listed below. Damage to the Hall or any of its contents and /or failure to leave the Hall as clean and tidy as you found it will result in partial or full loss of your security deposit. In some cases circumstances may require additional fee compensation. Cleanup must be completed by the culmination of your event.

- 1. The Town of Garrett Park has adopted Ordinance 2019-6 "Single-Use Plastics" that bans the use of single-use plastic straws at Town owned properties including leased spaces (i.e. Town Hall rentals). Straws, which may be lawfully provided, must be made of biodegradable material such as paper or hay. Beverages with an attached straw (children's juice boxes, for example) are acceptable. Any violation is a municipal infraction with a penalty for each offense of \$100.
- 2. Put all refuse resulting from use of the Town Hall into the provided plastic trash bags and place in the barrels outside to the right of the kitchen door. The town also provides blue bins for recyclable glass, bottles, plastic and cans also located outside near the kitchen door.
- 3. **Bathrooms must be left clean** and all bathroom trash bags placed in the trashcans outside.
- 4. **Renters are responsible for vacuuming the hall** thoroughly before leaving. The vacuum cleaner is located onstage in the closet to your left as you face the stage.
- 5. Activities in the Town Hall will be concluded by 10:30 pm; cleanup must be complete and the Town Hall and grounds cleared by 11:00 pm.

| 6. | No electronically amplified musical instruments may be operated except by specia |
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| | permission of the Town Hall Manager or the Town Manager. |

| Granted by | Date | • |
|------------|------|---|
| J . | | |
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- 7. **Alcoholic beverages** *may not be sold*, and served only if you have obtained a **Permit for the Consumption of Alcoholic Beverages on Town Property** through the Town Office.
- 8. **Staples, tape, tacks, or nails may not be used** on any Town Hall walls, doors, or panels.
- 9. Carpet and/or bench removal is prohibited.
- 10. A variety of classes take place regularly in Town Hall. Renters are not permitted to use exercise, yoga, film or musical equipment located on the premises. Violation of this will result in fees withdrawn from your security deposit.

11. **NO FLAME IS PERMITTED INSIDE OR OUTSIDE the Town Hall.** This includes birthday candles and Sterno.

12. The kitchen is available for warming purposes only.

NOTE: Please be considerate of our Town Hall Neighbors:

NO BLOCKING resident driveways **NO PARKING** in resident driveways

Emergency Weekend/Evening contacts: Town Hall Manager: 917-628-6684 Mayor: 202-302-5747

The undersigned further agree to indemnify, defend and save harmless the Town of Garrett Park, its agents, servants or employees, from any and all claims, demands, actions and causes of action of any kind for injuries or damages sustained to any person or persons and/or property, in connection with the use of the Town Hall premises due to negligence or any other fault.

As is the case with any facility outside of your home, use of the Town Hall and its facilities (collectively referred to as "the facilities") may expose you to the COVID-19 virus. Your decision to access the facilities is made knowingly and voluntarily by you with full knowledge of this risk. If you do decide to use the facilities, your use of these facilities shall mean that you are accepting the risks associated with the COVID-19 virus, have read and agree to all of our rules and protocols as they relate to COVID-19 and acknowledge that the Town of Garrett Park is not responsible should you contract the virus. It is presumed that you and your event attendees will make their own assessment of the associated risks of using the facilities and will act accordingly.

By accepting this waiver and release of liability, and in consideration of my use of the facilities, I hereby release and forever discharge the Town of Garrett Park, and its officers, employees, contractors, agents, and successors and assigns, from any and all liability, damages, and claims, of any nature, whether known or unknown, pertaining to or arising in any manner from my use of the facilities.